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Aerospace Medicine

**WORKPLACE WRITTEN HAZARD
COMMUNICATION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 48-1, Aerospace Medical Program, and provides information to implement Air Force Occupational Safety and Health (AFOSH) Standard 161-21, Hazard Communication, at Kadena Air Base, Japan. It is intended to reduce the incidence of chemically-induced occupational illnesses and injuries by informing workers of the hazards associated with and proper preventive measures to be taken when using or handling hazardous materials in the workplace. A copy of this instruction, AFOSH Standard 161-21, The Workplace Hazardous Chemical Inventory, copies of Material Safety Data Sheets (MSDS) for all chemical used, and a list of all nonroutine tasks involving hazardous materials will be maintained in each work area. This instruction applies to all 18th Wing and associated units.

SUMMARY OF REVISIONS

Updates references and format; includes the Hazardous Materials Pharmacy as an additional source of MSDS's; references to 18 MDG were replaced with specific 18 MDG squadrons where applicable. A “[” indicates revised material since the last edition.

1. Material Safety Data Sheets (MSDS):

1.1. The 18th Aerospace Medicine Squadron, Bioenvironmental Engineering Flight (BEF)(18 AMDS/SGPB), building 612 and the 18 SUPS/LGSH Hazardous Materials Pharmacy (HMP), building 1474, maintain the MSDS master file containing all hazardous chemicals used at Kadena AB.

1.1.1. The master file consists of the Hazardous Material Information System (HMIS) and Occupational Safety and Health Administration (OSHA) Form 174, Material Safety Data Sheet, or equivalent forms.

1.1.2. MSDS information will be readily available to all workers through their shop supervisors.

1.2. Workers desiring MSDS information will contact their supervisor and BEF to establish a mutually acceptable time during the current workshift for review of the MSDS at BEF offices, building 612. The BEF technician will review the MSDS with the employee and explain the MSDS information. Requests after normal duty hours will be directed to 18th Medical Operations Squadron's Acute Care Services (ACS).

1.3. Supervisors will notify BEF each time a new chemical is introduced into the work area. If the BEF determines the HMIS, MSDS, or equivalent information is not available, the BEF will attempt to obtain the MSDS using established procedures.

2. Employee Information and Training:

2.1. Unit commanders will ensure supervisors of work areas using hazardous materials receive training using AFOSHSTD 161-21.IG, Federal Hazard Communication Training Program (FHCTP), "Trainer's Guide," and video program, or equivalent Headquarters Air Force Medical Operations Agency (HQ AFMOA/SGPA) approved program containing the elements of the FHCTP. These supervisors will be trained by 18th Aerospace Medicine Squadron, Public Health Flight (18 AMDS/SGPM). Call to schedule training at 634-0534.

2.2. Supervisors will ensure subordinate workers are trained on the AFOSHSTD 161-21.IW, Federal Hazard Communication Training Program, Student's Workbook, and video program, or equivalent HQ USAF/SGPA approved program containing the elements of the FHCTP, before the workers handle or are occupationally exposed to hazardous materials. This training may be provided by qualified trainers. Supervisors will ensure appropriate agencies (i.e., 18 AMDS/SGPB, 18 AMDS/SGPM, Wing Safety, 18 CES Fire Department) review the information for technical accuracy.

2.3. The work area supervisor will annotate hazard communications training on AF Form 55, Employee Safety and Health Record, section 1, mandatory training or on a comparable computer-generated training form.

2.4. Workers will provide the completed AF Form 55 or a comparable computer-generated training form to Public Health (building 703) prior to retiring, separating, or permanent change of station and will retain a copy for their next duty station.

3. Hazardous Chemical Inventory:

3.1. The hazardous chemical inventory will be developed by the work area supervisor and BEF. The BEF will review this inventory at least annually.

3.2. The supervisors will maintain the hazardous chemical inventory in the work area and update it as necessary. When new chemicals are introduced into the work area, the supervisor will consult with the unit safety officer/NCO and BEF to determine if new chemicals should be added to the inventory.

3.3. As a minimum, the inventory will include the identity of each hazardous chemical used in the work area as it appears on the MSDS. The inventory may be compiled from AF Forms 2761, Hazardous Material Data, filed in the BEF casefile, and the base hazardous material issue list (M-15 computer roster or a comparable computer-generated form available from base supply). However, proprietary information will not be included on the hazardous chemical inventory.

3.4. Every chemical container must have a manufacturer's label attached. This label must be legible, complete, and in good condition. If the contained material is transferred to another container, an appropriate label must be affixed to the new container.

4. Contractor Operations:

4.1. The Administrative Contracting Officer (ACO), Construction Buying Branch, (18 CONS/LGCUS) with assistance from Civil Engineering inspection section (18 CES/DEEC) and work area supervisor, if requested, will advise contractors of hazardous chemicals they may encounter and protective measures needed in the normal course of their work in this work area. The ACO will also inform the contractor that MSDS information is available through the BEF (18 AMDS/SGPB, 634-4752) and provide information on the labeling system.

4.2. At the pre-performance conference, and subsequently during the contract performance period, the requiring activity quality assurance evaluator will advise work area supervisors and AF employees, who monitor contractor performance, of hazardous chemicals introduced by the contractor. The contractor is required to submit information on hazardous materials use according to Federal Acquisition Regulation clause 52.223-3, Hazardous Material Identification and Material Safety Data.

5. NonRoutine Tasks Involving Hazardous Materials:

5.1. Nonroutine tasks are:

5.1.1. Those tasks included within a work area's normal activities but performed infrequently, e.g., cleaning a solvent tank and changing the solvent or cleaning up spills.

5.1.2. Temporary duties outside an individual's normal Air Force Specialty Codes (AFSC) or job series; such as details or additional duties involving the use of chemicals.

5.2. The work area supervisor will list all nonroutine tasks performed in this work area which involve hazardous materials. The supervisor will ensure operating instructions thoroughly describe nonroutine tasks, associated hazards, and controls for the infrequent tasks performed. Operating instructions do not need to be prepared if technical orders or other official documents adequately describe tasks. Supervisors will ensure workers review procedures before performing the non-routine tasks.

5.3. When workers temporarily perform duties outside their normal jobs, the supervisor of the activity will ensure these workers receive the following training prior to beginning the activity:

5.3.1. The initial Federal Hazard Communication Training Program described in Paragraph 5e of AFOSH Standard 161-21, Hazard Communication, for workers not previously trained.

5.3.2. Supplemental training, as necessary, on work area specific chemical hazards and associated controls.

5.3.3. The supervisor of the activity will forward a letter to the worker's immediate supervisor describing the training so the individual's supervisor can update the AF Form 55 or a comparable computer-generated training form signed by the trainee.

6. Master Labor Contract and Indirect Hire Agreement Employees:

6.1. The Government of Japan established Hazard Communication requirements in its Safety Ordinance No. 60 in 1993. This Japanese law is similar to AFOSHSTD 161-21; however, training requirements must be in the Japanese language, as are the MSDS of host suppliers.

6.2. The BEF will maintain the MSDSs for local-purchase items and will provide them to the supervisor. The BEF will provide a translation of the MSDS upon request.

6.3. Public Health will maintain training videos for initial hazard communication training and work-center specific training templates. Section trainers may request these by calling Public health at 634-0534.

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